



JET PROPULSION LABORATORY
CALIFORNIA INSTITUTE OF TECHNOLOGY

REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL **GLW-0822**

FOR:
THE OneNASA PORTAL

PROPOSALS ARE TO BE RECEIVED AT JPL NO LATER THAN:

Date: 9/17/2002

Local Time: 3:00 p.m.

COMMUNICATIONS IN REFERENCE TO THIS RFP

It is requested that any communication in reference to this RFP be in writing and directed to the attention of

Name:	Gregory L. Williams	Mail Stop:	201-203
Title:	JPL Contract Negotiator	Phone:	(818) 393-5119
		Fax:	(818) 393-4972
		E-Mail	gregory.l.williams@jpl.nasa.gov

California Institute of Technology
Jet Propulsion Laboratory
4800 Oak Grove Drive
Pasadena, CA 91109-8099

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2. Exhibit 1 OneNASA Technical Design Requirements

3. Attachments to the Solicitation, see JPL 2839 for list of Attachments

This Section of this RFP consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your proposal. Group B Attachments consist of forms and documents for informational purposes only. Both A and B Attachments can be found through the electronic address identified below. Hard copies of the Group B Attachments will be mailed by request only. Note that Group B Attachments are very important and may become requirements under the Contract.

World Wide Web: <http://acquisition.jpl.nasa.gov/e2000.htm>

4. Specimen Contract, Dated August 23, 2002

GENERAL INSTRUCTIONS

1.0 PROPOSAL REQUIREMENT

The effort to be performed will be in accordance with Specimen Contract dated August 23, 2002; if you choose to submit more than one proposal for this effort, each proposal must be independently complete and under separate cover.

2.0 PACKAGING AND SUBMITTING YOUR PROPOSAL

2.1 Organization and Format

Your proposal, which should be organized as closely as practicable to the format and sequence indicated in these proposal instructions, must be submitted as outlined below. Please note that JPL has assigned a page limitation to the individual proposal volumes. All volumes of the proposal shall be bound together, and not separately.

Volume No./Title	Page Limit	Number of Copies
Sample OneNASA Portal	N/A	N/A
CD Version of Sample OneNASA Portal	N/A	8 copies
I. Technology and Management Proposal	20 pages	8 copies
II. Relevant Experience Proposal	10 pages	8 copies
III. Price Proposal	No Limitation	8 copies

2.1.1 Unnecessarily elaborate brochures or presentation layouts, other than those sufficient to present a complete and effective proposal, are not desired. Except when specifically requested, mockups, models, samples, hardware, or software of any kind must not be furnished and will not be considered.

2.1.2 JPL reserves the right to retain all proposal information submitted in response to this RFP.

2.2 Address and Identification

To help ensure timely receipt and processing of your proposal, please affix a yellow label to the envelope/container containing the complete original copy of your proposal. (NOTE: The yellow label is JPL's notification that the package you send is a proposal.) The label should note: Attention: Gregory L. Williams—RFP GLW-822, Mail Stop 201-203, Jet Propulsion Laboratory, 4800 Oak Grove Drive, Pasadena, CA 91109. All proposal envelopes/containers must be identified with the RFP number that appears on the RFP cover page. This label can be accessed at <http://acquisition.jpl.nasa.gov/rfp/webportal>

2.3 Hand-Carried Proposals

Hand-carried proposals must be delivered to the California Institute of Technology/Jet Propulsion Laboratory (JPL) Visitor Control Center, at Building 249, 4800 Oak Grove Drive, Pasadena, CA, where it will be received and time-stamped. Visitor Control is open to receive proposals only on working weekdays, between 7:30 a.m. and 4:30 p.m. (proposals are due at the time and date stated on the cover of this RFP).

3.0 GENERAL INFORMATION

3.1 Proposal Preparation and Related Costs

This RFP does not commit JPL or the Government of the United States to pay any costs incurred in submitting your proposal, making studies or designs for preparing the proposal or in procuring or subcontracting for services or supplies related to the proposal.

3.2 Data

If the proposal contains data that either you or your subcontractors do not wish to be disclosed for any purpose other than proposal evaluation, you must mark the cover sheet of each volume containing such information with the legend below:

“Data contained in pages _____ of this proposal furnished in connection with RFP No. GLW-0822 shall not be used or disclosed, except for evaluation purposes, provided that if a contract is awarded to this offeror as a result of or in connection with the submission of this proposal, JPL and the Government shall have the right to use or disclose this data to the extent provided in the contract. This restriction does not limit JPL’s right to use or disclose any data obtained from another source without restriction.”

3.3 Requests for Clarification/RFP Addenda

During the proposal preparation period, all requests for clarification and/or additional information, must be submitted to the JPL website <http://acquisition.jpl.nasa.gov/rfp/webportal/> When appropriate, responses to requests, as well as any JPL initiated changes, will be posted at the same website for prospective proposers as addenda to the RFP. (NOTE: You must include reference to all addenda on your Acknowledgment to this RFP [Attachment A-1]. Failure to comply with these instructions will be considered non-responsive.)

4.0 LATE PROPOSALS

Any proposal, portion of a proposal, or unrequested proposal revision received at JPL after the time and date specified on the cover page of this RFP is late. Any volume of a proposal received after the time and date specified will cause the entire proposal to be late. Late proposals will not be considered for award, except under the following circumstances:

- 4.1 JPL determines that the late receipt was due solely to a delay by the U.S. postal service for which the offeror was not responsible. Timely postmark or receipt of registered, certified, or express mail "next-day service," establishing the time of deposit must be evidenced.
- 4.2 JPL determines that the proposal was late due solely to mishandling by JPL after receipt at JPL, provided that the timely receipt at JPL is evidenced.
- 4.3 No acceptable proposals are received in a timely manner.

NOTE TO PROPOSERS: If an emergency or unanticipated event interrupts normal JPL processes so that solicitation responses cannot be received at the JPL office designated for receipt by the exact time specified in the solicitation, and urgent JPL requirements preclude amendment of the solicitation closing date, the time specified for receipt of proposals will be extended to the same time of day specified in the solicitation on the first work day on which normal JPL processes resume.

5.0 TWO STEP SELECTION PROCESS AND SPECIAL INSTRUCTIONS

- 5.1 The scope of work noted in Specimen Contract dated August 23, 2002 and this procurement action are broken down into two phases. Phase 1 of the Contract involves the preparation and presentation of a web portal preliminary design review (PDR). This is the base contract. Phase 2 of the Contract is an Option to the base contract to finalize design, test, develop, deploy, and operate the web portal. Phase 1 of this procurement action involves the solicitation and selection of upwards to four contractors to perform the Phase 1 base scope of work. Phase 2 of this procurement action involves the eventual exercise of the Phase 2 Option to one of the upwards to four base contractors selected hereunder.
- 5.2 The source selection process that JPL will use to procure upwards to four base contracts and exercise the Phase 2 Option in one contract, and an overview of required submittals at both phases is discussed below:
 - 5.2.1 JPL expects that a large number of proposals will be submitted in response to this RFP. The proposal instructions presented in this RFP instruct proposers on how to best submit information that will be directly related to the evaluation criteria. The Evaluation Criteria are the basis for selecting up to four proposals to receive awards of fixed priced contracts up to a maximum (not-to-exceed) \$100,000 to prepare and present a preliminary design review in accordance with the requirements of the Specimen Contract dated August 23, 2002. The PDR is expected to cover much more than design, including, but not limited to, artistic design and audience appeal; detailed technical design (information architecture, search solution and query results, and portal and content management software, hardware, and processes); and management approach (detailed cost estimates; schedule with milestones, resources and percent completed; and partnerships and dependencies noted).
 - 5.2.2 In order to meet its obligation to properly evaluate price, JPL is requesting pricing input—see price instructions—from each proposer as part of their initial (Phase 1) submittal. The Phase 1 price proposal is limited to completion of the Phase 1 (PDR) work scope and not the Phase 2 Option work scope.

- 5.2.3 In contrast to price proposals, all Phase 1 technical proposals should address, and will be evaluated in relation to, their ability to meet the technical requirements in the entire Specimen Contract dated August 23, 2002 scope of work: both Phase 1 and Phase 2 Option.
- 5.2.4 Each of the up to four selected proposers will be considered, based upon their Phase 1 submittal, to be capable of completing the entire contract and meeting the detailed technical requirements and that each design will completely satisfy the requirements in both the artistic and usability categories.
- 5.2.5 Each of the up to four Phase 1 (base contract) selected contractors will refine their design, technical architecture, and management approach to at least a level of completeness that both the artistic and technical design can be judged responsive to the requirements of the Specimen Contract dated August 23, 2002 and that the proposer can be judged responsible (to be determined in accordance with the definition of responsibility in Paragraph 7.1.3 below).
- 5.2.6 The specific source evaluation and selection process for the base contract proposal phase is described more fully in section 7 below.
- 5.2.7 Upon completion of Phase 1 of the basic contracts, the Phase 2 Option will be exercised to one of the upwards to four base contractors. The criteria for exercise of the Option is described more fully in the Specimen Contract dated August 23, 2002 Option clause. JPL will exercise the Phase 2 Option to the Phase 1 contractor with the lowest firm fixed price Option proposal that meets Phase 2 technical requirements.

6.0 CONTRACT OPTION

Specimen Contract dated August 23, 2002 contains the fully contemplated scope of work (Base Contract plus Option). However, pricing for work past the Preliminary Design Review (Phase 1) will not be considered in the proposal evaluation for the base contract selection purposes. For the purpose of the base contract selection, JPL will evaluate price proposals for the basic Phase 1 scope (NTE \$100,000) requirements only.

7.0 SOURCE EVALUATION AND SELECTION PROCESS

7.1 Source Evaluation

Phase 1 Proposals will be evaluated in the areas of artistic design, technical design and relevant experience as described in paragraph 9 below. Although price will not be scored, it is of approximately equal importance to the combined technical and relevant experience areas; therefore, price is a substantial factor in source selection. JPL plans to make source selection based on the offeror whose proposal is determined to represent the best value to NASA and JPL. This best value source selection is based on the following: If all offers, in the competitive range, are of approximately equal qualitative merit, JPL will select for negotiations the offer with the lowest price. However JPL may select for negotiations a contractor whose proposal offers a higher qualitative merit if the difference in price is commensurate with added value. Conversely, JPL may select for negotiations a contractor whose proposal offers a lower qualitative

merit if JPL determines that the price differential between it and other offers so warrants. JPL will evaluate the proposals utilizing the following process:

- 7.1.1 Before issuing the RFP, JPL establishes specific criteria and their weighting for the evaluation. After receipt at JPL, the proposals are evaluated against the pre-set criteria outlined in Technical and Management Instructions.
- 7.1.2 Price proposals are reviewed for mathematical accuracy, rate application, price omissions, and price reasonableness. If the Buy American Act, the Balance of Payment Program, or rent free use of Government-furnished property applies, the prices will be adjusted as required for the purpose of evaluation.
- 7.1.3 Responsibility (i.e., consideration of matters such as contractor financial capability, past performance record, and adequacy of facilities) is assessed within the meaning of Federal Acquisition Regulation 9.1. Award will not be made to a Contractor deemed to be non-responsible.
- 7.1.4 Results of the initial proposal evaluation are used to determine which proposals are within the competitive range (i.e., those proposals to be considered for an initial award of a maximum of \$100,000 firm fixed price). Proposals determined not to be within the competitive range are eliminated from further consideration, and the proposers are notified accordingly.
- 7.1.5 JPL may, at its discretion, conduct limited communications with one or more proposer(s) for the purpose of determining whether the proposer should be included in the competitive range. Such precompetitive range communications may be conducted to enhance JPL understanding of proposal(s) and may be used to:
 - 7.1.5.1 Validate the proposed price;
 - 7.1.5.2 Clarify omissions, ambiguities and uncertainties in the proposer's supplemental business/price information; and
 - 7.1.5.3 Clarify relevant past performance information.
- 7.1.6 JPL reserves the right to make a competitive range determination without conducting such communications. Further, JPL, at its discretion, may waive minor informalities and minor irregularities in proposals received.

NOTE: While JPL reserves the right to conduct the steps listed below in paragraphs 7.1.7 and 7.1.8 it is unlikely that these steps will be used.

- 7.1.7 JPL may make source selection after the initial proposal evaluation or may conduct discussions with the proposers determined to be within the competitive range. The purpose of the discussions is to assist the evaluators in fully understanding each proposal by:

- 7.1.7.1 Discussing those aspects of each proposal that contain omissions, ambiguities and uncertainties;
- 7.1.7.2 Verifying and identifying strengths and weaknesses that could affect work performance;
- 7.1.7.3 Verifying the validity of the proposed price; and
- 7.1.7.4 Assessing the proposed personnel and the proposer's capabilities for performing the work.
- 7.1.8 After discussions, JPL may request price proposal deltas in order to correct errors, omissions or ambiguities in the proposal. Only those deltas requested by JPL will be accepted. (NOTE: JPL will not request best and final offers (BAFOs).)
- 7.1.9 Finally, the initial evaluation findings are reviewed and ratings are assigned that incorporate the results of the discussions and/or any price proposal deltas.
- 7.2 The results of the final evaluation are submitted to the JPL Source Selection Official, who selects the Contractor(s) for negotiation.
- 7.3 JPL reserves the right to reject all proposals, to award a contract based on initial proposals (without proposal clarifications) or to conduct oral discussions prior to making source selection.

8.0 EXCEPTIONS TO GENERAL PROVISIONS AND ADDITIONAL GENERAL PROVISIONS

A large number of exceptions or one or more significant exceptions to the General Provisions and/or Additional General Provisions may make your proposal unacceptable for evaluation. **You must provide a detailed explanation, including the rationale, for any exceptions you take.** Proposers who submit proposals with exceptions may be selected for negotiations; however if an agreement cannot be negotiated, your proposal may be rejected.

9.0 EVALUATION AND SELECTION CRITERIA

Each proposal will be evaluated against the following evaluation criteria.

- | | | |
|-----|----------------------------------|-----|
| 9.1 | Criterion 1. Artistic Design | 40% |
|-----|----------------------------------|-----|

The degree to which the artistic design of the sample OneNASA portal conveys the NASA vision and mission and provides an intuitive interface between NASA's audiences and NASA. Factors to be considered are:

- 9.1.1 Overall user experience
- 9.1.2 Visual design and dramatic impact
- 9.1.3 Interactivity (such as incorporation of high-end technologies such as three-dimensional modeling and telepresence)
- 9.1.4 Structure and navigation

9.1.5 Functionality

9.1.6 Content selection and promotion (including multimedia) tailored to the audience.

9.2 Criterion 2. Technical Design 40%

The degree to which the technical design of the sample OneNASA portal will meet the requirements of unifying the diverse set of NASA web pages and support ongoing content delivery and web site integration. Factors to be considered are detailed in the attached Exhibit 1, OneNASA Technical Design Requirements.

9.3 Criterion 3. Relevant Experience 20%

The degree to which the proposer's previous work efforts demonstrate its ability to meet the detailed technical requirements of the Specimen Contract dated August 23, 2002 and to successfully undertake and complete efforts of similar scope and size. Factors to be considered are:

9.3.1 Ability to deliver similar, complex tasks on time and within budget.

9.3.2 Ability to operate similar, high-visibility, high-volume sites.

9.3.3 Customer satisfaction from referenced customers and others.

9.3.4 Ability to apply lessons learned on previous implementations to avoid mistakes.

VOLUME I - TECHNICAL AND MANAGEMENT INSTRUCTIONS

INTRODUCTION

This portion of the proposal instructions sets forth the requirements to be followed in preparing the Phase 1 Technical Proposal. The specific information noted in the sections below must be included to permit an evaluation of your technical capabilities. The overall technical intent of this RFP is to solicit designs and plans for integrating all NASA public web resources, sites, and capabilities into a dynamic, interactive portal representing OneNASA to NASA's many audiences.

1.0 Sample Design of a OneNASA Portal

1.1 The sample OneNASA Portal (sample) should include a view of the envisioned

1.1.1 NASA home page

1.1.2 Subsidiary-level pages, demonstrating a general concept for meeting the specific requirements of NASA's different public audiences within the OneNASA concept

1.1.3 Customizable MyNASA page

1.1.4 Style templates and style guide that cover the diversity of existing NASA offerings

1.1.5 Low-bandwidth version of NASA home page to support users with lower end computers and/or slow connectivity

1.2 The sample OneNASA Portal should be populated with examples drawn from a diversity of existing NASA sites and demonstrate the artistic quality and managerial capacity to deliver the desired results. The sample should include content from at least four of these NASA Web sites:

- NASA Home Page <http://www.nasa.gov>
- [Science@NASA](http://science.nasa.gov) <http://science.nasa.gov>
- Liftoff to Learning <http://liftoff.msfc.nasa.gov>
- NASA Kids <http://kids.msfc.nasa.gov>
- [Ciencia@NASA](http://ciencia.nasa.gov) <http://ciencia.nasa.gov>
- Human Spaceflight Web <http://spaceflight.nasa.gov>
- NASA Education Program <http://education.nasa.gov>
- NASA Spacelink <http://spacelink.nasa.gov>
- Mars Exploration <http://mars.jpl.nasa.gov>
- Earth Observatory <http://earthobservatory.nasa.gov>
- Ames Public Affairs <http://amesnews.arc.nasa.gov/>
- Dryden Home Page <http://www.dfrc.nasa.gov/>
- Glenn Research Center <http://www.grc.nasa.gov/Doc/news.htm>
- Goddard Home Page <http://www.gsfc.nasa.gov/>
- JPL Home Page <http://www.jpl.nasa.gov>
- KSC Media Resources <http://www-pao.ksc.nasa.gov/>
- Langley News and Events http://www.larc.nasa.gov/news_and_events/
- Marshall News <http://www1.msfc.nasa.gov/NEWSROOM/>
- Stennis News <http://www.ssc.nasa.gov/~pao/news/>

- 1.3 The online sample OneNASA Portal should be accessible only by secure password to be provided with the URL as part of your proposal submittal. The sample should also be submitted on a CD-ROM containing all of the material listed above.
- 1.4 Submitted designs must comply with Section 508 of the Rehabilitation Act of 1998, to ensure the proposed design is accessible to disabled Internet users. These requirements have been established at 36 CFR Part 1194. Additional information on Section 508 and links to the Access Board accessibility standards may be found at <http://www.section508.gov/>.
- 1.5 Submissions must include links mandated by law, administration policy or Agency practice. Currently these include:
 - Freedom of Information Act (<http://www.hq.nasa.gov/office/pao/FOIA/>)
 - Privacy Statement and Disclaimer (<http://www.nasa.gov/hqpao/privacy.html>)
 - FirstGov, including FirstGov logo (<http://firstgov.gov>)
 - Administrator's Corner (<http://www.nasa.gov/bios/okeefe.html>)
 - Freedom to Manage (<http://f2m.nasa.gov/>)
 - Agency Performance Report (http://www.nasa.gov/newsinfo/fy01_performance_report.html)
 - NASA en Español (<http://www.nasa.gov/hqpao/espanol.html>)
- 1.6 The NASA insignia shall be the only visual device used to identify the Agency. No other logos or insignias, including those of the proposers or NASA field centers or projects, should be used in the design. Proposers should use only the approved electronic versions of the NASA insignia provided on the RFP Web site. All uses of the NASA insignia must be in accordance with the NASA Graphic Standards Manual, which is available at <http://www.hq.nasa.gov/office/pao/insignia/>. Official insignia are available from the RFP website. Please contact Greg Williams if you require a password.
- 1.7 Any use of persistent cookies must be explicitly noted.
- 1.8 The sample design shall adhere to the *NASA Internet Publishing Content Guidelines* at http://nodis.hq.nasa.gov/dir_homepage/AO_web_guidelines.doc
- 2.0 Technology Plan

A Technology Plan should be submitted in the form of a general technology plan that gives a brief overview of how the design can be planned, initially implemented and then operated as an ongoing publication venture, taking into account requirements for the OneNASA portal. The technology plan should be brief, is not expected to exceed 20 pages, and shall address the items noted below.

 - 2.1 The overall plan for designing, testing, developing, deploying and operating the OneNASA Portal including strategies for design, search, content management and hosting, including but not limited to those items noted below:
 - 2.1.1 Proposed information architecture
 - 2.1.2 Content-management processes to allow the portal to be securely updatable within a federated environment, i.e., from remote locations, by

individual users and by automated server-to-server updates. Material may be created at one location and reviewed at multiple editorial posts. The integrity of the editorial process must be maintained throughout.

- 2.1.3 The content management processes, workflows, systems, and methods for managing and accomplishing the ongoing transition of content from NASA's current web environment will be specified and shown as within the demonstrated experience of the participant in this competition.
 - 2.1.3.1 Plans shall also address ongoing content identification, collection, and integration into the portal of previously unintegrated or new content.
- 2.1.4 The plan for maintenance of visual and editorial integrity throughout the OneNASA environment, including creating and maintaining a style manual that will guide individual contributors to gradually migrate to the OneNASA "look and feel"
- 2.1.5 Description of the search mechanism and browsable directories, preferably including advanced search methods and text extraction technologies (such as semantic indexing). The search must be able to incorporate a back end thesaurus and integrate with topical categories defined elsewhere on the portal.
- 2.1.6 Plan to ensure that the site is secure and available to the public with 0.99995 accessibility.
- 2.1.7 The projected capacity of the OneNASA Portal should be the ability to handle a factor of 10 increase in response time, with latency for searches not exceeding 5 seconds and latency for first retrieval not exceeding 8 seconds for transmissions received at speeds of less than 30 bps.
- 2.1.8 Demonstrate a proven capacity to scale up the processing to a maximum committed number of transactions under conditions of peak demand. As an example of peak demand, NASA regularly saturates usage of 6000 seats that supply webcasting capability. In planning for the January 2004 landing of the Mars Exploration Rovers, we anticipate 2000,000 users, with up to 800,000 hits/minute with a throughput of 32M kb/minute.
- 2.1.9 Plan to provide information to audiences with different technologies available to them, including lower-end computers and slow-speed connectivity.
- 2.1.10 The design proposal must therefore also include the identification of the lowest-cost hosting environment that meets the performance requirements.
- 2.1.11 Discuss any planned partnerships, if necessary, to fulfill the requirements.
- 2.1.12 Discussion of the technical environment and commercial products that will be used to provide the proposed services, proposals that rely on proprietary or single-vendor solutions should clearly state so.

VOLUME II – RELEVANT EXPERIENCE INSTRUCTIONS**INTRODUCTION**

This portion of the proposal instructions sets forth the requirements to be followed in preparing the Relevant Experience volume. The following specific information must be included to permit an evaluation of your relevant experience:

1.0 Relevant Experience

Discuss up to five deployments of similar technical complexity within the last five years, or currently in process, that illustrate previous relevant experience in cost, design, test, deployment and operation of web portals similar to the effort being proposed; include in your discussion the following for each:

- 1.1 Identify the URL.
- 1.2 Identify similarities and differences between the items described and the proposed effort, and identify whether the program was completed on baseline schedule.
- 1.3 Provide the name of the customer and a current point of contact, with telephone number.
- 1.4 One of the programs is to be a worst-case experience. Describe the problems encountered and the lessons learned, indicating what is being done on current programs or would be done differently on the program to mitigate or prevent a recurrence.

VOLUME III—PRICE INSTRUCTIONS

This portion of the proposal instructions outlines the requirements to be followed in preparing the price proposal. JPL intends to issue up to four (4) Phase I Contracts with a maximum firm fixed price of \$100,000 each. Your price proposal should include the following:

2.0 DATA SUBMITTAL

Provide a total price to complete the requirements i.e. PDR, per Article 1 of the Specimen Contract dated August 23, 2002 and the applicable supporting data as requested in the paragraph below.

- a. Cost Breakdown
 - (1) Provide the information requested on Attachment A-19, "Cost Elements Breakdown (Short Form)." Proposers may provide the requested information, as applicable, on an alternate computer generated form.

3.0 PROGRESS PAYMENTS

Progress payments will not be allowed under this Contract.

4.0 PARTIAL PAYMENTS

Partial Payments will not be allowed under this Contract.

5.0 SUPPLEMENTAL BUSINESS/COST INFORMATION

- a. Financial Statement
 - (1) Submit a copy of your annual financial statements for the last three years and any information regarding additional resources required to perform the proposed effort such as an established line of credit or other financial resource.
- b. Royalty Information
 - (1) If your proposal contains costs for royalties or licenses, indicate the amount and be ready to furnish details.
- c. Accounting Calendar
 - (1) The proposer will furnish its accounting calendar for each year in which work is anticipated.
- d. Attachments
 - (1) The Section of this RFP entitled "Attachments" consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your price proposal. Group B Attachments consist of forms and documents for informational purposes only and can be accessed via the electronic address provided below. Hard copies of the Group B Attachments will be mailed by request only. Note that the Group B Attachments are very important and may be required under the Contract.

World Wide Web <http://acquisition.jpl.nasa.gov/e2000.htm>



ATTACHMENTS TO THE SOLICITATION

The following attached forms and documents are organized into two major groupings:

1. Group A must be completed and returned as part of your quotation or proposal.
2. Group B are for information purposes only in preparing your quotation/proposal.

NOTE TO PROPOSERS: *Forms and documents listed below are not applicable unless the box preceding the Attachment Number is marked ☒.*

GROUP A - Complete and return as part of your quotation/price proposal, as applicable:

Attachment Number	Title and Form Number
<input checked="" type="checkbox"/> A-1	Acknowledgment (form JPL 2384)
<input type="checkbox"/> A-2	Cost Accounting Standards (form JPL 2842)
<input type="checkbox"/> A-3	Government Property Questionnaire (form JPL 0544)
<input type="checkbox"/> A-4	(RESERVED)
<input type="checkbox"/> A-5	(RESERVED)
<input type="checkbox"/> A-6	Notice of Total Small Business Set-Aside (form JPL 4022)
<input type="checkbox"/> A-7	Notice of Total Small Business Set-Aside - Modified (form JPL 4023)
<input type="checkbox"/> A-8	(RESERVED)
<input type="checkbox"/> A-9	(RESERVED)
<input type="checkbox"/> A-10	(RESERVED)
<input type="checkbox"/> A-11	(RESERVED)
<input type="checkbox"/> A-12	Foreign Acquisitions - Certification of Eligibility for Exemption from/Certain JPL General Provisions, Additional General Provisions, and Certifications (form JPL 2881)
<input type="checkbox"/> A-13	(RESERVED)
<input checked="" type="checkbox"/> A-14	Past Performance (form JPL 0358)
<input type="checkbox"/> A-15	Cost Element Breakdown (form JPL 0549)
<input type="checkbox"/> A-16	Determination of Lowest Overall Price - Time-and-Material Proposals (form JPL 0359)
<input type="checkbox"/> A-17	Determination of Lowest Overall Price - Labor Hour Proposals (form JPL 0363)
<input type="checkbox"/> A-18	Determination of Lowest Overall Price - Labor-Hour Proposals to JPL-Provided Rate Ranges (form JPL 0364)
<input checked="" type="checkbox"/> A-19	Cost Elements Breakdown (Short Form) (form JPL 0549-1)

GROUP B - For information only:

Attachment Number	Title and Form Number
<input checked="" type="checkbox"/> B-1	Waiver of Rights to Inventions (form JPL 62-301)
<input type="checkbox"/> B-2	Summary Work Breakdown Structure (no form number)
<input type="checkbox"/> B-3	Notice to Offerors (form JPL 2843)
<input checked="" type="checkbox"/> B-4	Instructions for Patent Agreement for Use in Support Service Contracts (form JPL 2844) Patent Agreement (form JPL 1929)
<input type="checkbox"/> B-5	Notice of Requirement of Pre-award On Site Equal Opportunity Compliance Review (form JPL 3553)
<input checked="" type="checkbox"/> B-6	Requirements for A Subcontracting Plan (form JPL 0294)
<input type="checkbox"/> B-7	Security Requirements for a Classified Contract (form JPL 2891)
<input checked="" type="checkbox"/> B-8	Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity (Executive Order 11246) (form JPL 2899)
<input type="checkbox"/> B-9.1	Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease

- Facilities (form JPL 2896)
- ☐ B-9.2 Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities – Alternate (form JPL 2896-1)
 - ☐ B-10 Certificate of Current Cost or Pricing Data (form JPL 2496)
 - ☐ B-11 Standards of Conduct and Procedures for Handling Contractor Personnel Problems, Discipline,
and Separation (form JPL 4412)
 - ☐ B-12 (RESERVED)
 - ☐ B-13 Claims for Exceptions to Cost or Pricing Data (form JPL 2703)
 - ☐ B-14 Billing Instructions – Cost Type Contract (form JPL 2716)
 - ☐ B-15 Billing Instructions – CREI Contract (form JPL 2717)
 - ☐ B-16 Billing Instructions – Labor-Hour/Time-and-Material Contract (form JPL 2718)
 - ☐ B-17 JPL Contractor Safety and Health Notification (form JPL 2885)